



V EXPLORATORY COMMITTEE
Main Street Townsend, MA 01469

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John Hussey, Chairman
(978) 597-1700 EXT 1704

Joseph Shank, Vice-Chair

Kevin Smith, Clerk
csmart@townsend.ma.us

DPW EXPLORATORY COMMITTEE MINUTES
OCTOBER 22, 2015 - MEMORIAL HALL
ROOM 2 - 6:00P.M.

I. PRELIMINARIES:

- 1.1 The meeting was called to order at 6:02P.M.
- 1.2 Roll call vote taken showed 2 members present: John Hussey (JH) and Joseph Shank (JS). Absent Kevin Smith (KS)
- 1.3 There were no Chairman's additions or deletions.
- 1.4 Review/ Approve Meeting Minutes for September 16, 2015.
JS table the meeting minutes until the next meeting.

II. MEETING BUSINESS:

2.1 Discussion, RE: DPW formation in other Communities.

The Committee met with Mr. Peter Shattuck, DPW Director in Pepperell to discuss Pepperell's experiences with the formation of their DPW.

JH relaye the Committee should look at all the positions and review how the employees can work smarter instead of harder to get what needs to be accomplished for the town done. JS relayed that he has spoken with many people in town and in other communities and sees where improvements could be made to existing structure that the town has now.

Mr. Shattuck explained the process used to form the DPW in Pepperell, outlining where improvements could have been made. Mr. Shattuck informed the committee of the structure used in Pepperell and relayed he wished it was a tighter organization.

Additional discussion included: Enterprise funds and their use in Pepperell, management structure within the DPW, additional consolidation needed, upkeep of the streets and rules and regs implemented in Pepperell, sharing of resources, equipment, bylaws, and how regulation is implemented.

The Committee discussed various ways to construct a DPW Commission, with further discussion about whether to have appointed or elected officials or a combination of both.



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The Committee had a brief discussion on ways to communicate with the public and how to involve them in the process if the study continues.

JS and JH thanked Mr. Shattuck for his time.

2.2 Review draft mission statement.

JH tabled the review of the draft mission statement.

2.3 Member Updates/Reports.

JS relayed he had a good friend that involved in the formation of a DPW and has spoken frequently with her.

2.3.1 Review mail if applicable. There was no mail to review.

2.4 Review/Set Meeting schedule.

The Committee tentatively set the meeting date for November 12, 2015, pending availability of Ed Kukkula to meet with the Committee. Ms. Smart to email committee members with confirmed date and time.

JS moved to adjourn the meeting at 7:40P.M. JH seconded. Unanimous vote.

Meeting Minutes for October 22, 2015 voted to be approved and released on 1-25, 2016.